Victor Haldane

SENIOR BENEFITS ANALYST

Seattle, WA • (206) 555-0141 • victor.haldane@email.com • linkedin.com/in/victorhaldane

SUMMARY

Senior benefits analyst with 9 years in health and welfare, retirement and leave programs for employers of 2,000 to 12,000 people. Leads renewal analysis, vendor management and compliance reviews for ERISA, ACA and HIPAA, and keeps benefits administration systems, HRIS and payroll data in sync. Holds the CEBS and builds Microsoft Excel cost models for CFO contribution decisions.

SKILLS

- ERISA
- ACA
- HIPAA
- FMLA
- COBRA
- Vendor Management
- Benefits Administration Systems
- HRIS
- Payroll
- Microsoft Excel

EXPERIENCE

Senior Benefits Analyst 05/2022 - Present

Cascade Harbor Technologies Seattle, WA

Software company with 12,000 employees in the US and Canada.

- Lead renewal analysis for a **$96M** benefits budget, recommending changes that saved $3.1M in 2025.
- Run vendor management for 11 carriers and administrators, with quarterly scorecards on service and accuracy.
- Review ACA 1095-C reporting for 12,000 employees and resolve every IRS notice without a penalty.
- Map benefits administration systems to the HRIS and payroll feeds, cutting deduction errors by 65%.

Benefits Analyst 03/2019 - 04/2022

Evergreen Sound Health Tacoma, WA

Hospital system with 6,000 employees.

- Analyzed claims data for a self-funded medical plan covering **14,000** members.
- Prepared ERISA plan documents, SPD updates and Form 5500 data for 7 plans.
- Built Microsoft Excel models for 4 contribution strategies reviewed by the CFO.
- Coordinated about 400 FMLA and ADA leave cases a year with managers and the leave vendor.

Benefits Specialist 06/2017 - 02/2019

Puget Lumber & Supply Everett, WA

Building supply distributor with 2,000 employees at 22 branches.

- Processed COBRA notices and HIPAA certificates for **150** events a year.
- Answered 60 employee benefits questions a week across 22 branches.
- Audited payroll deductions against carrier enrollment each month for 2,000 employees.

EDUCATION

Bachelor of Arts in Business Administration 05/2017

University of Washington Seattle, WA

Human Resources Management

CERTIFICATES

Certified Employee Benefit Specialist (CEBS)

International Foundation of Employee Benefit Plans

11/2021